



Design Review Advisory Board
TOWN OF DEDHAM,
MASSACHUSETTS

450 Washington Street, Dedham, MA 02026-4458
781-751-9242

APPLICATION FOR SIGNAGE

OFFICE STAMP

Date of Application	Meeting Date	Fee \$25.00	Map Lot Overlay District
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PROPERTY

Street Address		Map Lot Overlay District
Zoning District	<input type="checkbox"/> SRA <input type="checkbox"/> SRB <input type="checkbox"/> GR <input type="checkbox"/> CB <input type="checkbox"/> LB <input type="checkbox"/> GB <input type="checkbox"/> GB <input type="checkbox"/> HB <input type="checkbox"/> LMA <input type="checkbox"/> LMB <input type="checkbox"/> AP/RDO <input type="checkbox"/> PC <input type="checkbox"/> SC	

PROPERTY OWNER

Name		Phone:
Address		E-Mail:
Signature		
Letter of Permission Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No Explain _____	

APPLICANT

Name		Phone:
Address		E-Mail:
Signature		

LESSEE/OCCUPANT

Name		Phone:
Address		E-Mail:

REPRESENTATIVE

Name		Phone:
Company		E-Mail:
Address		
Signature		

BUILDING TYPE	<input type="checkbox"/> Free standing commercial continuous storefront <input type="checkbox"/> Commercial building of residential character	<input type="checkbox"/> 1-3 story commercial w/
PROJECT TYPE	<input type="checkbox"/> Free-standing Sign <input type="checkbox"/> Wall Sign <input type="checkbox"/> Window Sign	<input type="checkbox"/> Awning <input type="checkbox"/> Storefront <input type="checkbox"/> Other
ZBA APPLICATION	<input type="checkbox"/> Not required <input type="checkbox"/> Required Hearing Date _____ Waivers Requested _____	
REVIEWS	<input type="checkbox"/> Building Commissioner Initials _____ <input type="checkbox"/> Planning Director Initials _____	

SIGN INFORMATION	
<u>NOTE: THE ALLOWED SQUARE FOOTAGE IS ONE SQUARE FOOT PER LINEAR FOOT, WITH THE EXCEPTION OF THE HIGHWAY BUSINESS AND RDO ZONING DISTRICTS, IN WHICH THE ALLOWED SQUARE FOOTAGE IS TWO SQUARE FEET PER LINEAR FOOT.</u>	
Linear frontage of ALL streets on which signage will be present	_____ feet
Total sign area for ALL signs proposed on property	_____ square feet
Setbacks (feet)	Front yard _____ Left side _____ Right side yard _____ Height of sign above ground _____ Total wall area for ALL sides of building for wall sign(s) _____ square feet
Amount of Allowed Signage	_____ square feet (see above for measurements)
ILLUMINATION	
Type of illumination	<input type="checkbox"/> Internal NOTE: All illuminated signs require a wiring permit from a licensed electrician. The permit is obtained from the Building Department. <input type="checkbox"/> External NOTE: All illuminated signs require a wiring permit from a licensed electrician. The permit is obtained from the Building Department. <input type="checkbox"/> No illumination
Type of Lighting	<input type="checkbox"/> Fluorescent <input type="checkbox"/> Incandescent <input type="checkbox"/> LED
COMPLIANCE	
Will the proposed sign(s) conform to the Town of Dedham Sign Code? <input type="checkbox"/> Yes <input type="checkbox"/> No	

NOTE: FIVE copies of the application, color pictures, supporting material, checklist, owner's consent, any narrative(s), PDF file(s), and the \$25.00 filing fee are required at the time of submission. The PDF copy may be emailed in lieu of submitting them on a disc or a flash drive. Any application without a PDF file will be charged an additional \$25.00 processing fee. Applications must provide evidence of property owner authorization.

PDF file(s) shall be submitted on disc or emailed to: jdoherty@dedham-ma.gov. The application will be deemed incomplete until all materials requested are received.

DRAB meetings are usually held on the first Wednesday of each month unless otherwise posted. Check with the Planning and Zoning Office at 781-751-9242 or the Design Review Advisory Board webpage at the Town website (Dedham-ma.gov) for submittal deadlines and meeting dates.

The following is the 2018 schedule of meetings for the Design Review Advisory Board.

The members of the Design Review Advisory Board receive packets with submissions **immediately after the deadline occurs**. They require that all information is received **before the deadline**. If supplemental material is submitted after the deadline, they will be unable to properly review applications and render a recommendation. There are no exceptions to this policy.

These submission deadlines will be strictly adhered to, and any submission after the deadline will result in the application being moved to the next hearing date.

2020 Design Review Advisory Board Schedule	
Meeting Date	Submission Date
January 8, 2020	December 20, 2019
February 5, 2020	January 22, 2020
March 4, 2020	February 19, 2020
April 1, 2020	March 18, 2020
May 6, 2020	April 22, 2020
June 3, 2020	May 20, 2020
July 1, 2020	June 26, 2020
August 5, 2020	July 22, 2020
September 2, 2020	August 19, 2020
October 7, 2020	September 23, 2020
November 4, 2020	October 21, 2020
December 2, 2020	November 25, 2020
January 6, 2021	December 23, 2020

Please deliver or mail materials to:

Design Review Advisory Board
Dedham Planning & Zoning Office
450 Washington Street
Dedham, MA 02026-4458

E-Mail: jdoherty@dedham-ma.gov

CONTACT INFORMATION

Applicant Name _____ Date _____

Applicant Signature _____

Application Affiliation/Company _____

☐ Property Owner ☐ Business Owner ☐ Other

Phone _____ E-Mail _____

This application is a true statement signed under the penalties of perjury.

REVIEW

Building Department _____
please initial

Planning Department _____
please initial

APPLICATION CHECKLIST

- ☐ **Completed application**
- ☐ **Owner Affidavit.** A letter from the owner authorizing the proposed work to be done as submitted on the DRAB application or modified based upon DRAB's recommendation after all required permits are obtained.
- ☐ **Narrative Description** of the project either in a cover letter or other document. The narrative description should include reference to site location, size, and other characteristics (i.e. zoning classification); project details including dimensions and other relevant information; and any special circumstances or requests related to the application.
- ☐ **Scaled colored drawings including:**
 - ☐ Site Plan
 - ☐ Architectural Building Plans and Elevations
 - ☐ Zoning Map (from Dedham Web GIS)
 - ☐ Existing and proposed conditions
- ☐ **Color photos** showing project property and adjacent buildings and/or sites; existing conditions; and other relevant site or area elements. If the property contains more than one business, colored pictures of the **entire façade** are also required. Photographs shall be in color and submitted on paper sized at 8.5" x 11" and labeled. In addition to copies of photos, colored photos shall be provided on disc or emailed to jdoherty@dedham-ma.gov
- ☐ **Supporting materials:** Additional information that illustrates the proposed design intentions. At a minimum, this shall include a narrative description of the project either in a cover letter or other document. The narrative description should include reference to site location, size, and other characteristics (i.e. zoning classification); project details including dimensions and other relevant information; and any special circumstances or requests related to the application.
- ☐ **Samples:** Color, finish, and material samples and/or manufacturer's product specifications.
- ☐ **Acrobat (pdf) file(s) of all plans, maps, photographs and application.**

Applications shall be submitted in accordance with the published submittal deadline and meeting date schedule. These can be found on the Design Review Advisory Board website, or by calling the Planning and Zoning office at 781-751-9242. **Any application submittal without all required information will be deemed incomplete and will not be added to the agenda until the required copies are received.**

SIGN REVIEW APPLICATION SUPPLEMENTAL REQUIREMENTS

Total New Sign Package				
From all of the individual sign worksheets, please provide the following information:				
Sign#	Sign Name	Sign Area (square feet)	Sign Dimensions (feet + inches)	Zoning District
Sign 1				
Sign 2				
Sign 3				
Sign 4				
Sign 5				
Sign 6				
Sign 7				
Sign 8				

Supplemental Information: Please provide the following information with any DRAB sign application:

1. Site plan showing location of sign on the property
2. Colored site photographs showing existing conditions including full building facades (this includes multiple tenant buildings).
3. Scaled drawings (see below for additional detail)

If you have any questions, please contact:
 Jennifer Doherty, Administrative Assistant
 781-751-9241

jdoherty@dedham-ma.gov

Sign Review Application Supplemental Requirements

Please identify and describe any and all signs for which you are applying. **Use one sheet per sign** (i.e., two (2) wall signs, one (1) pylon sign, and three (3) window signs would require 6 separate sheets).

SIGN # _____

DESCRIPTION (purpose/content of sign, i.e., commercial building sign)

TYPE

Freestanding:

☐ Residential ☐ Pole/Pylon ☐ Monument ☐ Incidental ☐ Identification

Wall Mount:

☐ Awning ☐ Residential ☐ Projecting
☐ Identification ☐ Building Marker ☐ Wall Sign
☐ Marquee ☐ Incidental

Window:

☐ Applied Lettering ☐ Sign Panel

Miscellaneous:

☐ Banner ☐ Flag ☐ Temporary Sign or Banner (note length of time sign will be posted _____)

Proposed Dimensions:

Height _____ Width _____ Depth _____ Area (square feet) _____

Illumination

☐ Yes Explain how: ☐ Internal ☐ External Projecting ☐ Neon

☐ Other _____

☐ No

ZONING DISTRICT

- ☐ Single Residence A (SRA)/Single Residence B (SRB)/General Residence (GR)
- ☐ Central Business (CB)
- ☐ Local Business (LB)/General Business (GB)
- ☐ Highway Business (HB)
- ☐ Limited Manufacturing A (LMA)/Limited Manufacturing B (LMB)
- ☐ Administrative & Professional (AP)/Research, Development, Office (RDO)
- ☐ Planned Commercial (PC)
- ☐ SC
- ☐ OTHER _____

PHOTOGRAPHS AND RENDERINGS

- ☐ All **colored** photographs of existing conditions, building facades, and other relevant site elements included
- ☐ All **colored** renderings of signs, site plans, and other detail sheets included